**AT Quick Reference Guide:**

**TouchChat v 1.4.2**

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| **Editing** | * Select the Settings icon on your Apple device * Select TouchChat from the list of apps on the left * Toggle Allow Editing ON * Press Home button to exit Settings * Select the TouchChat Icon on your device to open it. You MUST make a copy of the default vocabulary file before editing. To do this:   1. If already in a vocabulary set, go to the Vocab file listing by choosing Vocab and Choose New Vocab (a page displays list of available files).   2. Select Menu and then Copy a Vocab   3. Choose the file you want to copy   4. Give it a New Title and Description and tap Save.   5. The copied page set will now appear in the list with a green unlocked icon next to it. Touch it to open it. |
| **Modifying a Button** | * Select Menu and Edit Page to get in editing mode * Tap the button you want to edit and select Edit This Button   1. Give the button a label (key word that shows on button)   2. Message (what the button will say when selected)   3. On the keyboard select Keyboard down button so you can see the rest of the programming window   4. Image: Select Image > Search icon > type symbol name > Search (magnifying glass icon) > Select image you want OR Import Image> Camera Roll> tap on photo> Use.   5. Action (Keep action Speech Message for talking buttons) * To temporarily hide a single button, turn Visible Off. (If hiding more than one button, see directions for hide mode below). * In Edit Page mode, you can also drag/drop buttons to change their location. * Select Save > Done |
| **Changing the Voice** | * Select Menu > Settings (make sure not in edit mode) * Under Speech tap Voice and then make a selection. * Select Done |

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| **Hiding Multiple Buttons** | * Select Menu > Edit Page * Select Menu > Hide Mode * Choose the buttons you want to hide, then press Done. * To unhide those buttons, select Menu > Edit Page > Menu > Hide Mode then tap on the hidden buttons to make them visible again. Press Done. |
| **Changing Pronunciation** | * Tap Menu > Edit Pronunciations * Tap + at top right corner * In text box under Word, type correct spelling * In text box under Pronounce As, type word the way it should be pronounced. Tap Pronounce Word to preview. * Change the spelling in Pronounce As until it sounds correct * Tap Save * Tap Done * If the word already exists in the Pronunciation list, scroll to find it, tap to select it, and edit in the Pronounce As text box. |
| **Creating a New Page** | * Navigate to the page you want to edit (where new page will link from) * Menu > Edit Page * Menu > Load another page > find the Template file (ex. Multi Chat 15 Template) > Done * Menu > Import/copy page > Duplicate this page * Menu > Load another page > Find your Template (copy) – Ex. Multi Chat 15 (copy) > Done * Menu > Edit page layout > Under Page Name clear off the current name, type in the name you want for the new page > Save > Done * Menu > Edit page * Select button you want to navigate to the new page > Edit this button * Add a label > (usually) clear the Message for navigation buttons > On the keyboard, select Keyboard down icon so you can see the rest of the programming window > Scroll down to Button actions> Select Navigate > Find your new page > Select No animation > Save > Done |
| **Abbreviation Expansion** | * Tap Menu > Edit Abbreviations * Tap + in top right corner * In text box under Abbreviation, type the abbreviated form (lower case, make the last letter an x) * In text box under Expands to, type the full word or phrase that it will expand to.   Note: When typing the abbreviation, the user must type a period to activate the action. |

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| **Adding a Battery Status button** | * With Edit on and the screen on the page you want to add the button to, tap Menu > Edit Page. * Select button > Edit this Button * Add label and icon * Under Button Actions, delete Speak Message by tapping Edit and the – button and then Done. Then tap Add, and select Battery Status from the list. * Tap Save |
| **Creating a Visual Scene** | * Menu > Edit Page * Menu > Add a new page, name it. Choose number of rows/columns, import an image and then save the page. * A blank grid will appear on top of the image. Touch grid space and select Create New Button. * Buttons must:   + Have NO label; only a message   + Have NO image   + Have Transparent turned “on” * Remember to add a home or go back button to the page so you can exit the page, and set a link to this page from your existing pages * Select Done |
| **Importing/exporting** | **To Export:**   * Connect device to the PC, open iTunes * On device with editing enabled, go to Vocab > Choose New Vocab > Menu>Import/Export Vocab > Export a Vocab * Choose Vocab file to export, name it, and tap Save * In iTunes on the PC, select device (left column) and go to Apps section, scroll down to find TouchChat in the File Sharing area, highlight file you are exporting. * Select Save To button (bottom right) * Select the folder (you may want to create one on your desktop) you want to save the file to in the Windows save box that appears.   **To Import:**   * Connect device to the PC, open iTunes * In iTunes, tap on the device (left column) and go to Apps section. Scroll down to find TouchChat in File Sharing area. * Tap on TouchChat. * Tap Add at lower right corner of TouchChat Documents section. * Locate file on your computer that you wish to add to device and tap. File should appear in the TouchChat Documents section. * On device, with edit enabled, go to Vocab section > Edit > Import/Export Vocab > Import a Vocab * Select the file to Import and tap Save at top right of screen. * Your import file should appear in the Vocab list. |

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| **Lock it down** | * To keep others from accessing edit functions, select Settings icon on Apple device>Select TouchChat from list of apps on the left> Allow Editing OFF.   OR   * In iOS6 and later from device Settings, select General>Accessibility>Guided Access> ON. Triple -click home when in TouchChat, pw:3504, start/end |
| **Help** | * Downloadable manuals and FAQ at touchchatapp.com * Screen shots of different default users available at [fdlrsregion3dynamicdisplaypages.wikispaces.com](file:///\\aelms02\Dept\LatsTeam\Training\APPs\communication\TouchChat\fdlrsregion3dynamicdisplaypages.wikispaces.com) under   Nova Chat and AltChat |